

## **Intern and Volunteer Application Process**

### **Step 1**

Complete an IDHS Intern/Volunteer Application, including references, and return it to:  
IDHS Intern/Volunteer Coordinator via email at [jalee@dhs.in.gov](mailto:jalee@dhs.in.gov), via fax (317) 232-3895 or via US mail at:

Indiana Department of Homeland Security  
Attn: Intern/Volunteer Coordinator  
302 W. Washington Street, E208  
Indianapolis, IN 46204

The IDHS Intern/Volunteer Coordinator will contact you to discuss details.

### **Step 2**

If preliminary acceptance is given, you will be asked to conduct an interview with the IDHS Intern/Volunteer Coordinator.

### **Step 3**

Provide your driver's license # and date of birth via email to:

[jalee@dhs.in.gov](mailto:jalee@dhs.in.gov), or via US mail to:  
Indiana Department of Homeland Security  
Attn: Intern/Volunteer Coordinator  
302 W. Washington Street, E208  
Indianapolis, IN 46204

Pass background checks including the Limited Criminal History Background Check, Sex Offender Registry and Bureau of Motor Vehicles completed by IDHS Human Resources.

### **Step 4**

If accepted:

Conduct acceptance interview with IDHS Human Resource representative  
Complete an IDHS Orientation  
Internship or volunteer work would begin.

## **Volunteer Recognition Service**

Volunteers are important to IDHS! We appreciate all of the work and dedication to the citizens of Indiana. To show our appreciation, we honor those volunteers who offer their services at 1 year, 5 years, 10 years, etc. If you are interested in becoming an IDHS Volunteer, please refer to the Intern and Volunteer Application Process above.